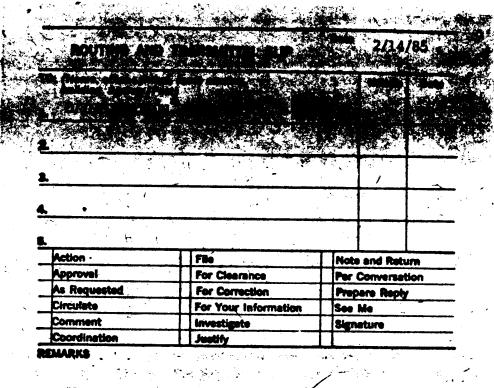
DDA SUBJECT FILE COPY

85-0415/3



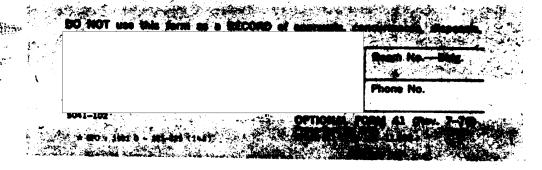
#1 - FOR APPROPRIATE ACTION

(PLS PREPARE RESPONSE FOR DDA'S SIGNATURE.)



SUSPENSE:

28 FEBRUARY 1985



STAT

February 7, 1985

DD/A Registry
85-041-3

Mr. Harry E. Fitzwater
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Fitzwater:

The Information Security Oversight Office (ISOO) has completed its FY 1984 series of inspections in accordance with the procedures outlined in my March 7, 1984 letter to your office and in compliance with the provisions of Sections 5.2(b)(2) and (4) of Executive Order 12356 and ISOO implementing Directive No. 1. The inspection encompassed a review of classified documents to determine if they were properly classified and marked; safe-guarding procedures; training programs; and interviews with officials from various branches and offices of the Central Intelligence Agency (CIA). Because of time constraints and the number of offices visited, the inspection in each office was not comprehensive and did not encompass all the above subjects.

The results of the ISOO inspections are contained in the enclosed report. You will note that the CIA continues to comply with the provisions of the Order. The report does include a few recommendations which we believe will further enhance your agency's information security program. I recognize that the problems identified are the result of differing classification marking procedures used by the agencies in the Intelligence Community. Any coordination on your part that can standardize the markings on the different documents can enhance the program. I appreciate the outstanding support provided Mr. STAT Mason during the course of his inspections and the cooperation of officials interviewed by Mr. Mason.

Sincerely,

STEVEN GARFINKEL

Director

Enclosure

Report of Inspection by The Information Security Oversight Office of the Central Intelligence Agency

I. General

On March 15, May 3 and August 28, 1984, Harold Mason, Program Analyst, Information Security Oversight Office (ISOO), inspected the Central Intelligence Agency's (CIA) information security program to evaluate its compliance with Executive Order 12356. Mr. Mason was accompanied by CIA liaison Chief, Information Management Branch. ISOO's FY 1984 inspections continued to concentrate on agency training programs; marking and safeguarding; and in particular, focused on the degree of understanding CIA personnel had of relevant provisions of E.O. 12356 as they relate to original and derivative classification.

STAT

II. Findings

A. Classification/Marking

The agency continues to use its classification guide as a basis for its derivative classification. CIA procedures for using the guide as a basis for a derivative classification are more effective than procedures in most other agencies because CIA officials marking the documents are required to identify the specific item in the guide. This procedure facilitates the conduct of audit trails to determine if the level and duration assignments are proper.

The ISOO analyst did encounter marking problems in some offices within the Community Headquarters. instances documents were derivatively classified on the basis of multiple sources, but the derivative classifiers failed to maintain the identification of each source with the file or record copy of the derivatively classified document. In another instance, Community Headquarters received a classified document from another agency that was portion marked. office in Community Headquarters generated another document from the source document but failed to carry forward the portion marking. The last type of marking problem encountered involved multiple page documents or reports with inserts and attachments. Contributors to the final product are often military and non-military The military portion mark their input in the beginning of the paragraph and the agency contributions were marked at the end of the paragraph. The Order does permit either method but there should be

2

consistency within a single report especially since it will generally get wide dissemination and possibly be used as the basis for derivative classification. I recognize that the make up of the Community Head-quarters contributes to this type of problem, but careful editing of the final product can resolve the discrepancy. Not all offices had marking problems. Many documents reviewed were portion marked by paragraph, subparagraph, and even specific pieces of information. The marking officials stated that it was extremely important that documents be marked thoroughly because of the sensitivity of the final product.

Some officials inside and outside of the agency feel that one directorate uses the special marking "ORCON" in its reports too frequently. It is their contention that the frequent use of the caveat impedes them from producing a final product or report expeditiously because they must obtain approval to use the information, which in turn, results in undesired delays.

B. Training

Personnel responsible for the classifying and marking of documents continue to receive effective initial and refresher training. Immediate corrections are made when errors in marking procedures are detected. Training in the handling, safeguarding and use of classified information is an ongoing program with frequent refresher sessions and constant observation.

C. <u>Safequarding</u>

The agency has excellent procedures for the transmittal, storage and handling of classified information.
Programs and procedures are constantly reviewed to
determine if they require upgrading or modification.
Individual offices have strict programs for the
checking and control of classified information in their
possession. No deficiency was detected during the
course of the inspections.

III. Conclusion

The Central Intelligence Agency's information security program is in compliance with the Executive Order and the ISOO Directive. The only problems detected were instances of mis-marked documents at Community Headquarters.

3

IV. Recommendations

Documents should be periodically checked at Community Headquarters to determine if they are in compliance with the Order. When deficiencies are detected, the responsible official should be notified and errors corrected.